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MEMORANDUM FOR THE RECORD:

19 March 1959

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On Wednesday, 18 March Messrs. [ ] met with Mr. Roche and Mr. Lofdahl, representatives of the Office of Secretary of Defense to discuss their Vital Materials Program.

Some of the more significant information received from this meeting follows:

- a. The OSD refers to their Vital Materials program as a Duplicate Records program.
- b. Selection of records is the responsibility of each office creating the records and selection is based on the known or contemplated functions to be carried on in an emergency.
- c. Transfer of these "Duplicate Records" to the depository is accomplished through Registered mail channels for materials classified through Secret. Top Secret documents are held until sufficient volume has accumulated to warrant a courier trip to the Depository.
- d. Special trips are made to transport current material when the nature of the material requires such action.
- e. Each office includes indexes finding media with materials being transferred.
- f. There are no permanently assigned personnel at the Depository. Deposits on file are maintained, filed, etc. by two (2) persons from OSD at the same time that they make visits to the site.
- g. Only one of their files, a 5 x 8 card file, is deposited on microfilm. All other deposits are on hard copy. They do not deposit any tab cards, but do deposit a tab listing.
- h. They do not have a VM Deposit Schedule form as we use. Mr. Lofdahl was very interested in this and we left a copy with him.
- i. They do not have reproduction equipment for reproducing microfilm, but do have a small Diebold portable microfilm machine.

The depositing of records of common concern, Personnel, Security, Comptroller etc. in OSD is very similar to our program.

Mr. Lofdahl provided us with a few Administrative Instructions pertaining to their Duplicate Records program.

As was expected, the Office of Secretary of Defense is concerned with Policy material and more can be gained through meeting with

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representatives of Army, Navy and Air who would have operational intelligence materials similar to deposits of our DD/I Offices.

Mr. Roche arranged for us to meet Col. Shupe of Joint Chiefs of Staff. This was nothing more than an introduction and it was mutually agreed that we would contact him at a later date to discuss the JCS Vital Materials Program.

It is hoped that this JCS meeting will line us up with appropriate persons in Army, Navy and Air.

Mr. Roche and Mr. Lofdahl were very cooperative and are interested in receiving from us any handouts, used in our program, that we can give them.



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